

Development of Scope of Services

Project Development and
Environmental Analysis Unit



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Purpose

The purpose of the Development of Scope of Services procedure is to ensure that PDEA Project Managers (PDS, HES, and NES) and the Consultant develop a complete Scope of Services for each Work (Purchase or Task) Order for Professional Services Contracts.

Background

The Scope of Services should be detailed enough to allow for the development of both the In-house and Consultant Estimates. Avoid scope creep and/or revisions to avoid delays in issuing the Notice to Proceed. If additional services are needed, develop the next Work (Purchase or Task) Order and Scope of Services.

Scopes of Services are to be developed within 35 business days from the date of authorization:

- For the first Work Order the 35 days will begin from the day of notification of selection, or;
- All subsequent Work Orders the 35 days will begin from the approval (verbal or written) from the PDEA-PM to the Consultant.

For additional information, reference:

- [NCDOT - Policies and Procedures for Major Professional or Specialized Services Contracts](#)
- [23 CFR 172](#)

Responsibility

The following people are involved with this procedure:

- ✚ PDEA Project Manager (PDEA-PM) - ensures that Scope of Services is developed by consultant is complete and detailed.
- ✚ Consultant – Responsible for developing the Scope of Services based upon their understanding of the type and limits of the work to be performed.

Procedures

1. Within five working days from the date of authorization, the Consultant will coordinate a meeting with the PDEA-PM to determine what work will be included in the Scope of Services. Based on the results of the meeting, the Consultant will develop a draft Scope of Services. The Consultant will submit the draft Scope of Services for review and comment by the PDEA-PM five working days after the meeting.
 - The draft Scope of Services will have the following information:
 - ✚ **Title** – including “Draft Scope of Services”, date, TIP No., Task Order No. and Description of Project;
 - ✚ **Introduction** – a brief discussion of Task Order (major items of work and/or services);
 - ✚ **Detail Description of Services** - sufficient detail to allow for the development of both In-house and Consultant Estimates. Common examples of details to include are:
 - Duration of Task Order
 - Number and locations of meetings and the number of staff attending
 - Number of alternatives to be studied, type (improve existing or new alignment) and the length and width of study corridors
 - Number of receptors (noise and air)
 - Number of citizens meetings (small group and/or workshops)
 - Number of draft and final publications, writing meeting minutes, and preparing project schedules, etc.
 - This is not an exhaustive list of details that could be included.
 - ✚ **Deliverables** – product(s) the Consultant will deliver.
2. Upon receipt of the draft Scope of Services, the PDEA-PM will send an electronic copy to each Unit/Section within NCDOT for which the Consultant will provide services for review and comments. These services may include but are not limited to:
 - Natural Environment (Natural Resources, Threaten and Endangered Species, wetlands and streams)
 - Human Environment (Historic Architecture, Archaeology, Community Assessments, Indirect and Cumulative Effects, Public Involvement, and Noise and Air studies)
 - Roadway Design, Structure Design, Hydraulics, Traffic Engineering (Congestion Management), Transportation Planning (Traffic Forecasting Group), etc.

The PDEA-PM will request a 10 working day turnaround from each Unit/Section. Once comments are received, the PDEA-PM shall consolidate and forward them to the Consultant for incorporation into the Scope of Services within five workdays.

Note: Submittals to other Unit/Section(s) should be electronic (via email or posting on an ftp site) to ensure same day delivery of the request.
3. Upon receipt of comments, the Consultant will have five workdays to edit the draft Scope of Services and send the revised draft back to the PDEA-PM for review.
4. Upon receipt of the negotiated Scope of Services, the PDEA-PM will review for completeness within five workdays. Once the negotiated Scope of Services is acceptable, the PDEA-PM will notify the Consultant to submit a Final Scope of

The Final Scope of Services shall contain the information noted in Step 1.

- ## Contacts

- ## Record of Revision

[illegible]